

WarwickGates Community Centre

Managed by St.Margaret's Parochial Church Council, Whitnash.

Application Form - Hire of Facilities

April 2009- March 2010

All bookings accepted are subject to the conditions of hire attached. Please read the conditions carefully and then complete this form in BLOCK LETTERS.

1. User/ Club/Group.....
 2. Name and address to appear on invoice.....

 Tel (home).....(bus).....e-mail.

3. Facility Required
CHAPTER HOUSE

4. Type of Booking
 a) Regular please tick if appropriate, and state below

Day	Time

- b) Special Event/One-Off please tick if appropriate and state below

□

Day	Time

5. Special requirements

Seating Tables Other

Please specify in detail.....

6. How did you hear about us? Website Recommendation

Press Repeat booking Other

I have read and understand the conditions of hire and agree to abide by them.

Signed.....Date.....

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CONDITIONS OF HIRE

The following conditions of hire will form the basis of a legally binding contract between St.Margaret's P.C.C. Whitnash and persons hiring the facilities at the St.Margaret's Chapter House.

Completion of the attached application form signifies acceptance of the Conditions of Hire.

Charges

It is the policy of the St.Margaret's P.C.C.to review all prices and charges annually and rates are operative from 1st April each year. **The rates and conditions will be reviewed annually.**

Payment

a) Regular block booking

Payment must be made within 14 days of a regular monthly invoice issued by the Administrator's office.

b) One-off special events should be paid on receipt of invoice, in any event not later than seven days before the event.

Cheques are to be made payable to **St.Margaret's Parochial Church Council /PCC.**

Cancellations

a) Block bookings

At least one week's notice must be given otherwise the full charge will be levied.

b) One-off bookings

At least 72 hours notice of cancellation in writing otherwise full charge will be levied.

A cancellation fee of £20.00 applies to all cancellations to cover administration costs.

Insurance

The Hirer shall indemnify St.Margaret's P.C.C.Whitnash against all actions, costs, claims and demands in respect of damage or injury to a person, animal or property which may arise out of the activities of the Hirer.

A professional Hirer shall take out adequate insurance against reasonably foreseeable risks. Evidence of such must be produced prior to confirmation of booking.

Qualifications

All coaches, instructors and teachers hiring the facilities for the purpose of teaching others will be required to produce evidence of a suitable qualification before confirmation of the booking can be made. Teachers of Aerobics and similar activities shall also produce evidence of holding a current PPI Licence.

Use of Electrical Equipment

All items of electrical equipment brought onto the premises, must comply with Electricity at Work Regulations 1989. Hirers will provide proof that all electrical items have current test certificates.

In General Hirers must ensure that: -

- a) All accidents and injuries are to be reported as soon as possible to staff
- b) Any damage to or faults with any equipment, fixture or fitting is to be reported as soon as possible to staff
- c) All litter is to be removed or placed in the bins provided
- d) No chewing gum, food or drink is to be taken inside the church or other carpeted areas.
- e) A no smoking policy is adhered to throughout the facility
- f) No animals are allowed inside the facility with the exception of Guide Dogs/Dogs for the Disabled.

ANY ABUSE OF THE ABOVE CONDITIONS COULD RESULT IN A CHARGE BEING LEVIED ON THE HIRER AND USE OF THE FACILITY WITHDRAWN

WarwickGates Community Centre, Cressida Close, Heathcote, Warwick CV34 6DZ
Managed by **St.Margaret's Parochial Church Council, Whitnash.**

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www.warwickgates.org.uk